



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING CENTER
NORTHERN REGION CONTRACTING CENTER
2798 HARRISON LOOP COMPLEX
FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO
THE ATTENTION OF

15 July 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-7, Policy Statement on the Prevention of Sexual Harassment (POSH)

1. It is the policy of the NRCC that any form of sexual harassment is unacceptable and will not be tolerated. Command policy is zero tolerance for discrimination of any kind. All personnel in this command are expected to adhere to the policies and guidelines set forth by Title VII of the Civil Rights Act of 1964, as amended.

2. Personnel will work in a discrimination free environment. Sexual harassment is discrimination and violates command policy, the law, and the Federal Code of Conduct and Ethics.

3. Sexual harassment is a very serious matter. It has been defined by the Equal Employment Opportunity Commission (EEOC) as a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term of condition of a person's job, pay or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile environment, or offensive work environment.

4. Sexual harassment may occur anywhere. Activities where employees represent the command officially or unofficially in work-related environments and is covered by this policy. Management officials will maintain effective organizational procedures that prevent sexual harassment. Supervisors have the responsibility for maintaining a work environment free of sexual harassment and for taking quick action to deal with such allegations with appropriate disciplinary action when warranted. They will give immediate attention to reports of such conduct and ensure that employees maintain acceptable levels of

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professionalism. Managers will fully and impartially investigate and document the complaint and take immediate appropriate action. Employees who experience sexual harassment personally or as an observer will complain to the appropriate management official. Employees who feel they have been subject of sexual harassment should report the incident immediately to their supervisor. If the employee feels that the supervisor's action or inaction is not sufficient they should report it to the Commander and the Office of Equal Opportunity.

5. This policy does not suggest violating privacy by monitoring social interactions or personal relationships. All personnel should be observant to indicators of sexual harassment.

6. NRCC's greatest asset and strength have always been the men and women who have worked diligently toward mission accomplishment. Again, any instance of sexual harassment within this command will be resolved quickly, firmly, and at the lowest possible level. It is the responsibility of our leaders to ensure that sexual harassment is dealt with swiftly, fairly, and effectively.

7. Questions regarding sexual harassment or other forms of discrimination should be directed to the local Equal Employment Office at your location.

8. This policy is effective immediately and will remain in effect until rescinded or superseded.



CRAIG A. DEDECKER
LTC, IN
Commanding